



## **TECHNOLOGY DEVELOPMENT SPECIALIST**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of professional and administrative duties involved in developing and implementing an aggressive and pro-active marketing program to attract technology and life science/biotechnology businesses and industries while retaining existing technology businesses and industries in the City.

### **Supervision Received and Exercised:**

Receives direct supervision from the Deputy Community Development Manager – Economic Development.

May provide functional supervision over professional and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Contact businesses to promote the advantages of Tempe as a location for immediate or future development or expansion, with focus on high-potential research and development and high-tech companies.
- Conduct and assist in complex negotiations with private developers, businesses and outside agencies.
- Actively develop a real estate development network and a technical information referral network to respond to economic development inquiries about Tempe.
- Market Tempe to individual technology businesses and in conjunction with regional economic development organizations; act as liaison between businesses, Tempe, property owners, various industry associations, Arizona State University College Liaisons, ASU Technopolis, other ASU programs, Maricopa Community College

- District, and other parties in an effort to attract and/or retain or expand business in the City.
- Research and network within the business and regional economic development organizations; research and assist target technology industries and businesses.
  - Monitors development and demographic statistics, forecasts development trends and prepares economic development reports for the department and others.
  - Conducts comprehensive management, economic impact analyses in conjunction with various public policies and procedures.
  - Prepare marketing materials and send to target industries and businesses; give marketing presentations; conduct tours; meet with new and existing business representatives; respond to businesses interested in relocation or expansion in the City.
  - Represent and promote the City through participation on various committees, business round-tables, and strategic alliances to develop strong working relationships with key individuals in technology, finance, real estate, development, capital development (venture capital, angel investment), business lenders, gather data on technology trends and collaborate with other City departments and divisions in coordinating special events.
  - Participate in the coordination of complex projects with the Chamber of Commerce and other City departments.
  - Recommend and assist in the implementation of goals and objectives for special programs and projects for effective recruitment of new industry, new business, and new investments in the City.
  - Assist in the development of policies to stimulate expansion of existing technology industry and business, and existing investments in the area.
  - Implement policies and procedures; staff committees for various projects and programs; represent the City on various meetings, committees, and conferences.
  - Conduct technology, business and industry surveys and compile data; analyze findings; prepare reports and recommendations.
  - Maintains current knowledge of new trends and innovations in the field of life sciences, advanced technology, bio-technology, economic development; attends and participates in professional group meetings, workshops, conferences, and seminars on bio-technology, life sciences, and economic development; participates in professional development activities; reads publications relevant to technological development.

- Write articles for placement in City bulletins, newsletters, fliers and other publications.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of increasingly responsible experience in technology/business development, technology/business consulting, sales/marketing, economic and/or real estate development, or business finance.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration/management, computer science, economic development, public or business administration, finance or a related technology field.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 0747**

**Salary Range: 45**

**FLSA: Exempt**